

Attachment B

Position Descriptions

(Applicable to CLIN 2)

May 19, 1998

POSITION DESCRIPTIONS

Job Title: PROJECT MANAGER (P1)

1. Education:

The Project Manager shall hold an advanced degree from an accredited university or college in a scientific or technical field.

2. Experience:

General:

The Project Manager shall have 10 years of progressively responsible professional experience, including management of a scientific or technical project. Three years shall consist of directly related experience in working with scientific missions and the data systems related to those missions. Two shall have been spent working in a technical position such as a computer programmer in an on-line interactive environment, system analyst, or scientist in a scientific data environment. Five years shall have been spent in a management/supervisory capacity of 20 or more professional systems analysts, scientists, and computer programmers engaged in program development and scientific environment with responsibility for task initiation, scheduling, staffing, and reporting. In addition, a demonstrated track record of support for Education and Public Outreach activities is highly desirable.

Specialized:

The incumbent shall have technical/supervisory experience in at least two of the areas listed below. These areas shall be in the aerospace business.

Data Base Systems, Computer Networking, Scientific Data Analysis, Software Development, Data Archiving Systems/Media, Systems, Analysis/Architecture, or Data Processing

3. Position Function:

The function of the Project Manager is to provide overall technical management and supervision for the performance of the contract and to provide a point of contact between the Contractor and the Government. The incumbent is expected to provide the leadership and guidance necessary to achieve development goals and maintain the operation of the various functions of the facility.

Job Title: LEAD SPACE SCIENTIST (P2)

1. Education:

The incumbent shall hold a Ph.D. from an accredited university or college, in space physics, astrophysics, astronomy, or planetary physics.

2. Experience:

The incumbent shall have 8 years of progressively responsible experience, including four years of relevant working experience, solving science data operations problems through the use of computers, beyond the Ph.D. Three years should have been spent working with computers on the scientific analysis of satellite data. Creativity and imagination should be evidenced by publication of refereed scientific papers and data systems. Three years experience in the management and supervision of scientists and computer professionals (of 15 or more) is highly desired. Shall have knowledge and experience with the management and proceeding of large scientific data sets.

The individual shall have at least 5 years of experience in FORTRAN or C programming and at least three years experience in developing systems for scientific data analysis and management. Experience with science data formats, microcomputer-based workstations, and networking are required. Experience with data or spacecraft systems requirements definition, and with data synthesis and reformatting for user convenience is highly desirable. Experience in a service oriented environment and the familiarity with the needs of the space science user community is required. In addition, a demonstrated track record of support for Education and Public Outreach activities is highly desirable.

3. Position Function:

The incumbent leads other professionals in a range of science-expert activities. He/she exerts leadership of the full range of scientific aspects of multi-disciplinary of space science data operations, for example, the acquisition, validation, and ingest of data to NSSDC archives.

He/she may leads other science professionals supporting a given subset of discipline areas in SSDOO (e.g., astrophysics, space physics) or given service area.

He/she may lead a combined technical, science, and operations group supporting a given discipline or subsets of specific science activities, research and development efforts, and/or specific services and applications

Job Title: LEAD COMPUTER SYSTEMS ANALYST (P3)

1. Education:

The incumbent shall hold a Master's degree from an accredited university or college in computer science, physical science, engineering, or mathematics.

2. Experience:

The person shall have 8 years of progressively more responsible experience in computer system development. Five years experience shall be in the analysis, formulation, design, and implementation of hardware/software systems satisfying challenging requirements in a scientific or technical environment. The individual shall have five years of experience with programming in a higher level language (e.g., C, FORTRAN) experience, and five years experience in an online, interactive computer environment. He/she shall have experience in interfacing with scientific users, particularly in the space sciences, and with information system retrieval users, and translating the requirements of those users into system requirements. A general background in computer hardware from microcomputers to main-frames, computer networking, graphics software, information retrieval, and data base systems web technologies, terminal devices is required.

The individual shall have experience in interfacing with users (including data/information system builders) in order to specify computer system requirements, in preparing system functional design specifications from system requirements, in preparing program design specifications and in developing system test plans. He/she shall have 7 years of experience with VMS and/or UNIX, and shall understand data base management systems concepts (e.g., database design and query language), such as used by an SQL based relational DBMS and/or by OODBMS. Three years experience involving data processing and display, networking, database design, and friendly user interface development is required. The incumbent shall also have two years experience managing, directing and training a staff of programmers and analysts (at least 6 to 10) in such computer system development tasks.

3. Position Function:

The function of the incumbent is to provide the technical leadership needed for the optimal evolution of SSDOO's computer systems. He/she leads the activities of other professionals in a range of SSDOO computer systems architecture definition and development, systems operations, and systems support.

Job Title: LEAD DATA/INFORMATION SYSTEMS ANALYST (P4)

1. Education

The incumbent shall hold a Master's degree from an accredited university or college, in computer science, mathematics, information systems, or engineering.

2. Experience:

The incumbent shall have 8 years of progressively more responsible experience in computer software and data and information systems design and development. Five years experience shall be in the analysis, formulation, design, implementation of software systems on workstations and minicomputers. The individual shall have five years of experience programming in a higher level language (e.g., C or FORTRAN) and five years of experience in an on-line, interactive computer environment. He/she shall have experience in interfacing with scientific end-users in the space sciences. Individual shall have experience in translating end-user requirements into data/information system requirements. The individual shall have at least 4 years experience in designing and building information systems dependent upon data base management and/or processing systems, including relational or object oriented data base management systems in a variety of different operating systems environments.

The individual shall have 4 years of experience in managing the entire development life-cycle for large data/information management systems. Experiences in systems involving the processing and management of scientific data from space science spacecraft, and in configuration-managed systems, are especially desirable. The individual shall have experience in preparing user requirements, functional specifications, detailed design specifications and programming documentation for such system. The individual shall have 4 years combined experience in C, JAVA, HTML. Experience with DBMS systems such as Oracle is required. The individual shall have 4 years experience on systems involving extensive use of user friendly interfaces including WWW-based, and in the development of such interfaces. Individual shall be familiar with the whole range of space science meta-data systems including inventories, catalogs and directories. The individual is also expected to have experience with retrieval of data from magnetic disk, tape, and optical storage devices. The incumbent shall have 5 years experience managing, directing and training a staff of programmers and analysts (at least 6 to 10) in information systems development in a scientific or technical environment.

3. Position Function:

The incumbent leads the activities of other professionals in supporting the development, maintenance, and operation of SSDOO's data and information systems. Systems include mission-specific data processing and management systems (e.g., ROSAT, IMAGE), generic systems (e.g., NDADS applications software), metadata

systems (e.g., NASA Master Directory), advanced systems (e.g., CDAWeb), and other SSDOO applications software efforts.

He/she may lead in the development, maintenance, and operations of systems related to a given subset of discipline areas in SSDOO (e.g., astrophysics or space physics) or to specific service areas.

He/she may lead a combined technical, science, and operations group supporting a given discipline or subsets of specific science activities, research and development efforts, and/or specific services and applications.

Job Title: SENIOR SPACE SCIENTIST/PLASMA PHYSICS (P5)

1. Education:

The incumbent shall hold a Ph.D. degree from an accredited university or college in Space Sciences, Physics, Astronomy, or Mathematics.

2. Experience:

The incumbent shall have eight years of progressively responsible professional experience including at least three years beyond the Ph.D with a strong record of publications in refereed scientific journals. At least two years should have been spent in the processing and analysis of data from fields and particles experiments flown on satellites and the use of workstations or mini-computers. The individual shall have experience both in programming and as a scientist and shall have demonstrated research experience.

The individual shall have three years experience in developing scientific data analysis software. The individual shall be knowledgeable of the interplanetary medium and of the processes within the magnetosphere. He/she shall be quite familiar with the satellite experiments that have been flown or are to be flown in the future and shall have a good command of orbit mechanics. In addition, a demonstrated track record of support for Education and Public Outreach activities is highly desirable.

3. Position Function:

The incumbent will perform as the lead person in the management of fields and particles data, and in providing the solar-terrestrial discipline perspective to the development and integration of data systems for data processing, archiving, and dissemination. The incumbent shall provide a strong interface with the future space physics data nodes of the SSDS. The incumbent will also participate in a significant way in the data synthesis and/or data processing activities of the SSDOO.

Job Title: SENIOR SPACE SCIENTIST/ ASTROPHYSICS (P6)

1. Education:

The incumbent shall hold a Ph.D degree from an accredited university or college in astronomy, astrophysics, or physics.

2. Experience:

The incumbent shall have eight years of progressively responsible experience including at least three years beyond the Ph.D with a strong record of publications in refereed scientific journals. At least two years shall have been spent in the solution of data processing or data analysis problems associated with astronomical/astrophysical data obtained from satellites and the use of workstations or mini-computers. He/she shall have a demonstrated research experience with satellite or ground-based data.

He/she shall have three years experience in developing scientific data analysis. The incumbent shall have at least two years experience in dealing with astronomical source catalogs or data from one or more NASA astrophysical missions. Two years experience in leading teams of 3 or more science/computer professional on development or research projects. In addition, a demonstrated track record of support for Education and Public Outreach activities is highly desirable.

3. Position Function:

The incumbent will perform as the lead person in the management of astrophysics or astronomical data, and in providing the astrophysics discipline perspective to the development and integration of data systems for data processing, archiving, and dissemination. The incumbent shall provide a strong interface with the astrophysics data nodes of the SSDS. The incumbent will also participate in a significant way in the data synthesis and/or data processing activities of the SSDOO.

Job Title: SCIENTIST/DATA MANAGEMENT (P7)

1. Education:

The incumbent shall hold a Ph.D. degree from an accredited university or college in physics, astronomy or astrophysics.

2. Experience:

General

The person shall have four years of progressively responsible experience, including at least two years beyond the Ph.D. Experience shall include at least two years in the processing, analysis or visualization of scientific data using workstations or minicomputers.

Specialized

The incumbent shall have at least two years of experience in data systems related to scientific satellite data analysis, and shall have demonstrated scientific research experience. This experience shall be in one or more of the following areas: astrophysics, space physics, solar physics, or planetary science. He/she shall have a working knowledge of the Unix and/or VMS operating systems, and at least one high-level programming language.

3. Position function:

The incumbent will maintain standards of scientific quality in the information provided by SSDOO data systems, and will perform typically more than one of the following functions: (1) participate in the development and integration of data systems for data processing, archiving or dissemination; (2) help to identify, describe and catalog relevant data sets for SSDOO on-line data systems, such as CDAWeb, SSCWeb, COHOWeb, the Astronomical Data Center, mission-specific user interfaces, and the Master Directory; (3) interface with data providers at Project and/or Principal Investigator level regarding the submission of data to NSSDC; (4) quality check data products and documentation; (5) interface with the research community in order to determine the scientific needs of the end-user, and also promote the use of SSDOO services among NASA-sponsored researchers; and (6) assist users of SSDOO data holdings or systems on a walk-in basis, via telephone, or through e-mail.

Job Title: SENIOR SYSTEMS ANALYST (PS)

1. Education:

The incumbent shall hold a Master's degree from an accredited university or college in space science, mathematics, computer science, engineering or physics.

2. Experience:

The incumbent shall have six years experience in computer systems, data processing, and data base management. He/she shall have experience converting system requirements into hardware/software systems architectures, including preparation of system design specifications from system requirements, preparation of program design specifications, and development of system test plans. He/she shall understand the utility routines associated with computer operating systems, including routines for inventory, cataloging, location and retrieval of data from digital magnetic tapes, disks, and optical disks.

The individual shall have four years of experience with science data systems operating in interactive minicomputer environments. He/she shall be familiar with VMS and UNIX operating systems, C, and programming relational and/or object oriented data base management systems.

3. Position Function:

The incumbent serves as senior person for supporting the performance, improvement, maintenance, and development of advanced data systems.

Job Title: SENIOR COMPUTER SCIENTIST (P9)

1. Education:

The incumbent shall have a Master's degree or Ph.D. from an accredited university or college in computer science, mathematics, space science, or engineering.

2. Experience:

The incumbent shall have six years of progressively more responsible experience various aspects of computer science research. In depth knowledge of FORTRAN and C programming languages with six years of experience is required. The incumbent shall have the ability to communicate technical research results both orally and written.

He/she shall have four years of experience involving scientific analysis tools, graphics, data modeling, data structures, image processing, OODBMS, or data base design. A background in state-of-the-art scientific workstation technology is required. At least 4 years of experience with UNIX and VMS systems is also required.

3. Position Function:

The incumbent provides technical leadership of the personnel supporting computer science research and application activities in the areas of scientific data management, information systems, visualization, and user interfaces.

Job Title: (P10)

RESERVED

Job Title: Senior Programmer Analyst (P11)

1. Education:

The individual shall hold a Bachelor's degree from an accredited university or college in computer science, mathematics, one of the physical sciences, engineering or information systems.

2. Experience:

The individual shall have six years of progressively responsible professional experience, with at least 4 years in designing and programming systems for science or engineering data and metadata processing, management and analysis. The individual shall be proficient in C and Fortran and have at least 4 years combined experience with VMS and Unix operating systems with at least 1 year experience in Unix. Additional experience in at least one of the following specialized areas is required.

Database-specific requirements: The individual shall have at least 4 years experience in programming database management systems, especially for relational databases. Experience in database structure and design, data conversions, software engineering, and documentation is required. The individual shall have 4 years combined experience in programming and designing Oracle and Sybase databases. Experience with database interfaces to web-based systems is required.

Applications-specific requirements: The individual shall have at least 4 years experience in high level languages (minimum of 3 years each in C and Fortran), software design and development, user-interface design, and software configuration management for science or engineering processing, management, display and analysis. Experience with web-based systems is also required.

Systems-specific requirements: The individual shall have at least 4 years experience in system software and hardware integration, maintenance, and planning of future enhancements; particularly in areas of scientific data processing, networking, and web-based functions. The individual shall have a thorough knowledge of VMS and Unix system utilities and capabilities and have experience in VMS and Unix systems management. Familiarity with Windows NT and MacOS is also preferred.

3. Position Function:

The duties of the position will fall into one or more of the following specialized areas.

Database-specific: The function of this position is to play a lead role in the design and development of on-line directories, catalogs, inventories, and other metadata systems to facilitate internal and external user access to the information systems in SSDOO.

Applications-specific: The function of this position is to play a lead role in the design and development of science data processing, management and display systems for use by internal and external clients, including the science community and the general public.

Systems-specific: The function of this position is to play a lead role in the design, development, upgrades and maintenance of the main computer systems in SSDOO.

Job Title: SENIOR DATA BASE ADMINISTRATOR (P12)

1. Education:

The incumbent shall have a Master's degree from an accredited university or college in mathematics, computer science or information systems.

2. Experience:

The incumbent shall have at least six years experience in dealing with information systems. At least 3 years direct responsibility for the physical implementation, upgrade and maintenance of relational data base management systems (RDBMS) and/or Object Oriented systems (OODBMS). The individual shall have 3 years experience in the VMS and UNIX environments maintaining RDBMS and/or OODBMS. Individual shall demonstrate progressive technical experience in the physical structure and operation of data base management systems. Individual shall have 3 years working with users and applications programmers in the efficient use of RDBMS and/or DBMS. The incumbent is expected to have experience in installing RDBMS and/or OODBMS patches and upgrades.

The incumbent shall have 3 years experience with VMS and UNIX. In addition, the individual shall have 3 years experience maintaining and upgrading at least 2 of the following: Oracle, Sybase, Illustra-Informix, and other types of data bases management systems. The individual shall have at least 4 years experience in SQL. In addition, the individual shall have proficiency in FORTRAN or C.

It is highly desirable that the incumbent have OODBMS experience.

3. Position Function:

The individual serves as staff member responsible for the data base operations in the SSDOO environments. This includes the maintenance of existing data base management systems (Oracle and Sybase, Illustra-Informix) and their upgrades.

Job Title: SYSTEMS/NETWORK ADMINISTRATOR (P13)

1. Education:

The incumbent shall hold a Bachelor's degree from an accredited university or college in Mathematics, Computer Science, Physics, Earth Sciences, Space Sciences, or Engineering.

2. Experience:

General

The person shall have four years experience in the administration of workstation and minicomputer systems and the development of system utilities. He/she shall also have at least 3 years of experience with computer networking.

Specialized

The incumbent shall have at least one of the following:

- a. two years experience in VMS systems administration in a VAXCluster or OpenVMS environment, two years experience developing system utilities in DCL command language, experience with DECnet, and knowledge of VMS Internals.
- b. two years experience in UNIX systems administration in local area client-server environment, two years experience developing system utilities in csh, sh, or ksh; experience with TCP/IP, and knowledge of UNIX Internals; specific knowledge of computer hardware components is required
- c. three years experience with large Ethernet and/or FDDI configurations of mini- and micro-computers running multiple protocols of TCP/IP, DECnet, and LAT; experience with Appletalk, and utilization of Apple Macintoshes and IBM PC compatibles as workstations in a VMS environment; familiarity with local area network hardware components.

3. Position Function:

The function of this position is one of the following:

1. to maintain the most current operating systems, monitors, compilers, assemblers, and utilities for the SSDOO VMSCluster environment or the SSDOO local area UNIX workstation network. The person is to install and modify vendor software packages as needed; to modify or create new utility software for specific SSDOO needs; to assist

with planning the optimal use of computing resources and the implementation of those plans; to provide assistance with hardware/software planning; to monitor systems operation to maintain security, efficiency and integrity; and to provide assistance to users in solving problems of a systems nature.

2. to insure the smooth and efficient operation of the SSDOO local area network, especially with respect to its interaction with the Goddard-wide LACN and support to SSDOO staff distributed in various GSFC work sites. The person is to assist with planning the topological configuration of the SSDOO Ethernet and FDDI lines to maximize overall efficiency and minimize interference between unrelated projects.

Job Title: PROGRAMMER ANALYST (P14)

1. Education:

The incumbent shall hold a Bachelor's degree from an accredited university or college in Mathematics, Computer Science, one of the physical sciences, engineering or information systems.

2. Experience:

General

The incumbent shall have a minimum of two years of computer software experience. The individual shall have at least two years experience programming in a high-level programming language.

Specialized

The incumbent shall have two years of experience in FORTRAN and/or C. He/she shall also have knowledge of two or more of the following: DECnet, graphics (e.g., IDL), VMS, UNIX operating systems, RDBMS, OODBMS and scientific data structures. In addition the programmer shall have one year of experience in:

- a. preparing program design specifications
- b. selecting, devising and applying software engineering techniques for meeting requirements and optimizing solutions
- c. writing, testing, and documenting a phase or segment of a program or an information system
- d. developing file structures and using data base management systems
- e. structuring program modules to utilize computer resources efficiently
- f. developing system documentation
- g. SQL

3. Position Function:

The function of this position is one or more of the following:

1. design, implement and improve software for CDAW workshop system under VMS and UNIX. Emphasis of this function is on procedure capabilities and the user interfaces. The position requires familiarity with UNIX, DECnet and distributed data systems. In addition, support for graphics for CDAW, the SSC, and data synthesis

efforts is required. Support will also be expected for the preparation of data sets for entry to the workshop systems, or other on-line data systems as required.

2. design, implement and improve software under VMS and UNIX for data storage, retrieval and cataloging. This position also requires support for data base loading, tracking and checking of content status. Support for the ingestion of data and meta-data into NSSDC information systems is required.
3. support the operation, maintenance, and further development of various SSDOO data management systems, such as NDADS/FST, CDAWeb, COHOWeb, NMD, RSIRS. The support of the CDF is included.
4. design, implement and improve software for the online data catalog systems with emphasis on an effective user interface.

Job Title: DATABASE ADMINISTRATOR (P15)

1. Education:

The incumbent shall have a Bachelor's degree from an accredited university or college in Mathematics, computer science or information systems.

2. Experience:

General

The incumbent shall have at least four years experience in dealing with information systems. At least 2 years direct responsibility for the physical implementation, upgrade and maintenance of relational data base management systems (RDBMS), is required. The individual shall have 2 years experience in the VMS and UNIX environments maintaining RDBMS. Individual shall have 1 year of working with users and applications programmers in the use and optimization of RDBMS. The incumbent is expected to have experience in installing RDBMS patches and upgrades.

Specialized

The incumbent shall have 3 years of experience with VMS and UNIX. In addition, the individual shall have 3 years experience maintaining Oracle data bases. The individual shall have at least 2 years experience in SQL. In addition, the individual shall have proficiency in FORTRAN and C for at least one year of experience.

3. Position Function:

The individual serves as staff member responsible for the data base operations in the SSDOO RDBMS environment. This includes the maintenance of the existing Oracle data base management system and its upgrade. The incumbent also provides technical liaison between Oracle Company and NSSDC users and applications programmers. He/she provides the main point of contact for troubleshooting, trouble reporting, and trouble fixes for the entire Oracle software environment .

The individual will be required to participate in studies dealing with the data base needs of the SSDOO and the evolution of the system beyond the present Oracle/Sybase environment.

Job Title: SYSTEMS ANALYST (P16)

1. Education:

The incumbent shall hold a Master's degree from an accredited university or college in Mathematics, Computer Science, or space science.

2. Experience:

General

The person shall have four years experience converting scientific user requirements into software tools and data systems. He/she shall have experience with data systems involving graphics, scientific data structure technologies, microcomputers, and networking. He/she shall understand the utility routines associated with computer operating systems, including routines for inventory, cataloging, location, and retrieval of data from digital magnetic tapes, disks, and optical disks.

Specialized

The individual shall have three years experience using UNIX or VMS systems for a wide range of functions including data processing, data management, and networking in a scientific environment. He/she shall have two years of applications programming in C or FORTRAN, and two years programming in C. He/she shall also be familiar with capabilities of Apple Macintosh or IBM PC-compatible computers to support the needs of scientific users. He/she shall have current knowledge of state-of-the-art techniques in software development. One year of experience with the WEB technologies is also required.

3. Position Function:

The function of the individual is to translate his/her understanding of evolving SSDOO functional requirements and his/her understanding of evolving hardware/software technologies into recommendations for upgrades to the SSDOO hardware/software environment. A key aspect of this function is to identify and specify general purpose software tools, subsystems, and user interface components that can be developed, or purchased, for applicability to SSDOO data systems in general, such as CDAWeb. An example of such software tools is the Common Data Format (CDF) software and associated tool kit.

Job Title: JUNIOR PROGRAMMER ANALYST (P17)

1. Education:

The incumbent shall hold a Bachelor's degree from an accredited university or college in Computer Science, Mathematics, one of the physical sciences, engineering or information systems.

2. Experience:

General

The individual shall have programmed in a high-level language.

Specialized

The individual shall be proficient in C or Fortran (one year of experience) and have a knowledge of VMS and UNIX (one year of experience).

3. Position Function:

- a. The function of this position is to develop software, as a member of a team, for the various data management functions sponsored by SSDOO (including CDAW and other workshops). This will require the maintenance and augmentation of support software and the definition and execution of standard maintenance tests. Support will also be expected for the preparation of data sets for entry to the workshop system, or other on-line systems.
- b. The incumbent will support the operation, maintenance, and further development of SSDOO data management systems including CDAWeb, COHOWeb, SSCWeb, ADC, NMD, RSIRS, etc.

Job Title: (P18)

RESERVED

Job Title: TECHNICAL WRITER/EDITOR (P19)

1. Education:

The incumbent shall have a Bachelor's degree from an accredited university or college in English or Journalism.

2. Experience:

General

The incumbent shall have at least four years experience in the technical writing field, including layout procedures, composition, printing, manuscript preparation, and word processors.

Specialized

The individual shall have at least two years of editorial experience in support of technical or scientific publications, using GPO style as well as experience in the use of Macintosh or MS Windows word processing and desktop publishing hardware and software systems, including the full range of capabilities provided by desktop laser printer systems.

3. Position Function:

The incumbent will provide the editorial review various SSDOO publications, including data catalogs, data listings, data users' notes, bulletins, users' guides, and scientific study reports. He/she will provide much of the final manuscript printing and layout on internal documents and selected output material. One of the incumbents will serve as the main editor supporting the production of the NSSDC Newsletter.

Subsidiary duties consist of assisting in the preparation of viewgraphs, drawings, sketches or other visual aids, including layout, paste-up, and preparation of technical art for reproduction.

Job Title: USER SERVICES COORDINATOR (P20)

1. Education:

The incumbent shall have a Bachelor's degree from an accredited university or college.

2. Experience:

General

He/she shall have four years of broad experience in the use of ADP data systems in a scientific or engineering environment. The individual shall have experience in instructing others in the use of complex data systems, and in preparing users' documentation concerning data systems.

Specialized

The incumbent shall have experience in data systems related to solar terrestrial physics or climate science. He/she shall have three years experience using the UNIX and VAX/VMS operating system for a wide range of functions including data processing, data management, and electronic mail.

3. Position Function:

The incumbent will coordinate the data preparation, setup, and follow up activities associated with the conduct of successful science data workshops (*e.g.*, CDAW) at the SSDOO or at a remote site supported by SSDOO. These activities include data ingest, data file management, data catalog updating and distribution, etc. During, as well as between workshops, he/she will aid individual users in understanding the scope, content, and capabilities of the pertinent SSDOO data systems, and in the actual use of them. He/she will also act as liaison between the scientist users of these systems and the SSDOO programmers and analysts tasked with maintenance and enhancement of the systems. He/she will prepare documents describing systems capabilities and the ways of interfacing with the system. He/she will make presentations with similar content to appropriate groups.

Job Title: LEAD ADMINISTRATIVE ANALYST (P21)

1. Education:

The incumbent shall have a Bachelor's degree from an accredited university or college in Mathematics, Business Administration, Engineering, or Physical or Computer Sciences.

2. Experience:

General

The incumbent shall have five years of progressively responsible professional experience. Three years should have been spent working in a technical position such as business or system analyst in a large-scale scientific computer environment. Two years should have been spent in an on-line interactive environment.

Specialized

The experience shall include two years that involved contract administration. Incumbent shall have two years experience in at least two of the following four areas: publications, automated information management, data storage and retrieval, business computer systems.

3. Position Function:

The function of the incumbent is to support the daily operations of the SSDOO effort. The incumbent is responsible for providing the logistic support for all areas of the SSDOO. He/she provides overall financial and administrative leadership with the Project Manager involving planning and development activities to achieve the goals of the Data Center, as specified by the Government.

Job Title: SENIOR DATA TECHNICIAN (NP1)

1. Education:/ Experience

High school diploma and four years experience with (a) computer data processing, or (b) photographic data handling.

2. Position Function:

The incumbent perform a variety of tasks in support of the SSDOO data archives. The tasks include the handling, storage, retrieval, inventorying, duplication and inspection of data products. He/she prepares and reviews a variety of records and documents, and enters request and inventory information into on-line databases. The person also provides training and technical assistance to other data technicians with the group.

Job Title: DATA TECHNICIAN (NP2)

1. Education:/ Experience

High school diploma and two years of experience.

2. Position Function:

The incumbent perform a variety of tasks involving the handling, storage, retrieval, and duplication of analog or digital data at the NSSDC. He/she prepares a variety of records and documents, and enters request and inventory information into on-line databases. The incumbent receives guidance from senior technicians and supervisors for non-routine tasks.

Job Title: ELECTRONICS TECHNICIAN (NP3)

1. Education:/Experience

The incumbent shall have a high school diploma plus two years experience in installing terminals and modems, specifically including connection and troubleshooting of RS232 communication lines. In addition, the incumbent shall have experience and knowledge of proper soldering techniques.

2. Position Function:

Provides assistance to, and backup for Senior Electronics Technician in maintaining the integrity of internal SSDOO communications links, including installation of terminals, multiplexors and modems; and RS232, Ethernet, and Appletalk cables.

Job Title: CLERK (NP4)

1. Education:/ Experience

High school diploma.

2. Position Function:

Specific responsibilities include performing regular mail courier runs, preparing data shipments for mailing, maintaining an adequate inventory of supplies, receiving data shipments, and assisting in the maintenance of the NSSDC equipment inventory. The incumbent receives guidance from senior technicians and supervisors for non-routine tasks.

Job Title: WORD PROCESSING SPECIALIST (NP5)

1. Education:/ Experience

High school diploma and two years experience in an office environment, including the use of MS Windows or Macintosh word processing equipment. He/she shall have knowledge of proofreading and editorial notation.

2. Position Function:

Specific responsibilities include typing and proofreading reports, correspondence, presentation materials, and documents in draft and final form from longhand, rough, or edited copy. He/she will use specialized terminology and various keyboard commands to perform tasks such as extracting and listing items from the text, working with electronic mail files, and transmitting text to other terminals and/or printers.

He/she assists the technical writer/editors as required in accomplish tasks related to the publications activity of the NSSDC. General word processing support to other project groups will be provided, as required. The incumbent receives instructions from the technical writer/editor and supervisors for day-to-day priority assignments and non-routine tasks.

Job Title: ADMINISTRATIVE ASSISTANT (NP6)

1. Education:/ Experience

High school diploma and two years experience in an office environment, including the use of word processing equipment and/or software.

2. Position Function:

The incumbent provides administrative support to the NSSDC Request and User Support Office. He/she responds to telephone inquiries, prepares requests for entry into an on-line database, distributes materials to the appropriate processing groups, prepares all correspondence, maintains files and bookkeeping records of the costs and payments received for requested data products.